

How to Apply for an Arizona Death Certificate

The applicant must be at least 18 years of age or provide proof of emancipation (order of emancipation or marriage certificate).

The Maricopa County Office of Vital Registration may only issue certified copies of certificates for deaths that occurred from July 1, 2008 to the present.

Eligibility & Requirements

How to apply

- 1) In person – The Office of Vital Registration is located at 3221 N. 16th St., Ste 101 in Phoenix, AZ 85016. The hours of operation are 8:00 am to 4:30 pm Monday-Friday. You must bring with you a valid government issued picture identification, which includes signature, such as a driver's license. *Proof of relationship and/or documentation to prove legal interest is required, if applicable. (see Eligibility and Requirements)
- 2) By Mail – You may request a death certificate by mailing your request with your notarized signature or include a copy of your valid government issued picture identification, which includes signature. Indicate your relationship to the registrant. . *Proof of relationship and/or documentation to prove legal interest is required, if applicable. (see Eligibility and Requirements) The fee is \$20.00 per copy. If paying by check also include a photocopy of the check writer's valid identification. Mail your request to Maricopa County Office of Vital Registration, P.O. Box 2111, Phoenix, AZ 85001.

Who Can Apply for a Death Certificate?

(Eligibility & Requirements)

- 1) The surviving spouse or other adult members of the deceased person's immediate family (mother, father, sister, brother or adult child).
- 2) ARS 36-301 Family member – means: A person's spouse, natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt, uncle or first or second cousin. The natural or adopted offspring, father, mother, grandparent, grandchild to any degree, brother, sister, aunt or uncle or first or second cousin of the person's spouse or the decedent.
 - a. Mother – must provide valid government issued picture identification, which includes signature or notarized signature on application.
 - b. Father – must be listed on the record as the father or must prove legal interest and provide valid government issued picture identification which includes signature or notarized signature on application.

- a. Spouse – a copy of the marriage certificate is required, a photocopy of the spouse's picture identification, which includes signature or notarized signature on application.
 - b. Sister, Brother, or Adult Child – must provide proof of relationship by providing a certified copy of his/her birth certificate listing one of the same parents, along with his/her valid government issued picture identification, which includes signature or notarized signature on application.
 - c. Grandparent – must provide proof of relationship such as the certified birth certificate of the registrant's parent, a valid government picture identification which includes signature or notarized signature on application.
 - d. Grandchild, Aunt, Uncle, First or Second Cousin – must provide proof of relationship with certified copies of birth or death records and/or certified marriage certificate to establish a direct line to the registrant, along with his/her valid government issued picture identification, which includes signature or notarized signature on application.
- 3) Guardian – court order of Guardianship of a family member of the deceased. The guardian must also prove the family members relationship. A guardian of the deceased is Not eligible based solely on the guardianship.
 - 4) Attorney – must represent an immediate family member, or person w/ legal interest. They must provide a letter on letterhead stating their professional relationship to the family member or person with legal interest signed by the attorney and contains their bar number. Provide a retainment letter, supporting documentation of relationship or legal interest and appropriate fee.
 - 5) City, County, State or Federal Government agency needing proof of death for official purposes must provide a letter on letterhead stating their legal need for the certificate and government identification.
 - 6) Non-Attorney Legal Interest –documentation is required to establish relationship to deceased. Requestor substantiates legal interest by providing legal documents such as a Will, insurance policy indicating beneficiary, title to personal or real property indicating co-ownership, or current bank statement, along with his/her valid government issued picture identification, which includes signature or notarized signature on application.
 - 7) Genealogy – For a certificate that is NOT public record a family member or relative of the registrant engaged in research for genealogical purposes that provides proof of relationship to the registrant, signed application, valid government issued identification and the appropriate fee. For a certificate that IS public record, a signed application, valid government issued identification and the appropriate fee.
 - 8) A Funeral Director may only apply on behalf of a family member as defined above.
 - 9) Private investigators – the applicant provides documentation of their business relationship with the eligible person, proof of relationship or legal interest between the eligible person and the deceased. The applicant submits a signed

application provides valid government issued identification or notarized signature on application.

- 10) Any other applicant who provides a signed and notarized authorization letter from the surviving spouse or family member of the deceased or an authorization letter and photocopy of the authorizing parties' valid government issued identification. Proof of the authorizing parties' relationship to the deceased, application signed by the applicant, valid government picture identification or signature notarized on application, and appropriate fees.

Corrections to a Death Certificate

Corrections to a death certificate, other than corrections to medical information, may be requested by the **informant** or any **immediate family member**. The informant is the person listed on the death certificate as having provided all of the personal information to the preparer. The informant or immediate family member requesting a correction must provide proof of relationship, factual evidentiary documentation, and complete a sworn affidavit to correct. The correction fee is \$30.00, and includes one certified copy of the amended record. Each additional certificate is \$20.00.

If the correction involves an error that was made by the mortuary, the mortuary is responsible for a letter of correction and the \$30.00 correction fee is waived. Each certified copy of a certificate is \$20.00. The Office of Vital Registration will issue certified copies seven to ten days from receipt of a letter of correction and complete application.

ALL DOCUMENTS PROVIDED MUST BE

ORIGINALS

DEATH CERTIFICATE FEE

\$20.00

CORRECTION FEE

\$30.00

VALID GOVERNMENT ISSUED PICTURE I.D. IS REQUIRED WITH ALL REQUESTS

**SEND MAIL REQUESTS TO:
OFFICE OF VITAL REGISTRATION
PO BOX 2111
PHOENIX, AZ 85001**

*Note an applicant presenting documents from a foreign country as proof of relationship or legal interest must provide certified copies of the documents. Photocopies are not acceptable. The applicant must also provide a certified translation of the documents.



MARICOPA COUNTY
OFFICE OF VITAL REGISTRATION
3221 N. 16th ST., #101
PHOENIX, AZ 85016

8:00 AM - 4:30 PM
TEL (602) 506-6805

HOW TO APPLY FOR A DEATH
CERTIFICATE.....